

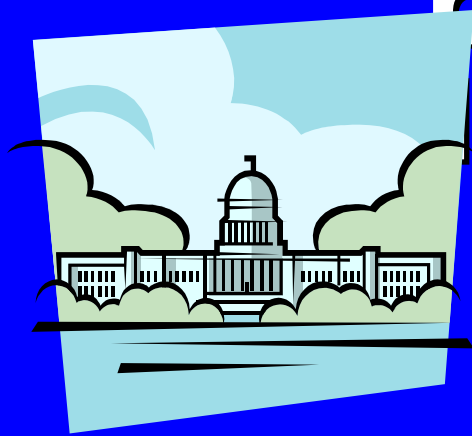
# **PRIORITY PLACEMENT PROGRAM**



## **WORKFORCE BRIEFING**

# PROGRAM OVERVIEW

**The PPP is the most  
effective  
outplacement  
program in the  
federal government**



# **PROGRAM OVERVIEW**

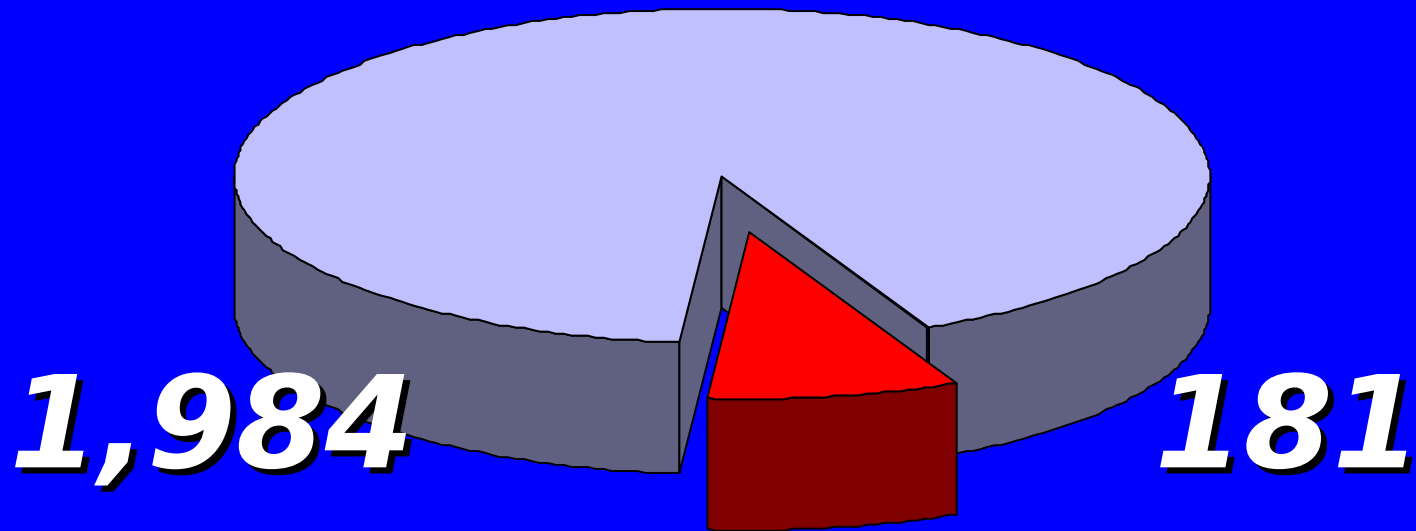
1 Apr 03 - 31 Mar 04

**Job offers - 2,  
165**

**Avg. per month -  
180**

# PROGRAM OVERVIEW

1 Apr 03 - 31 Mar 04

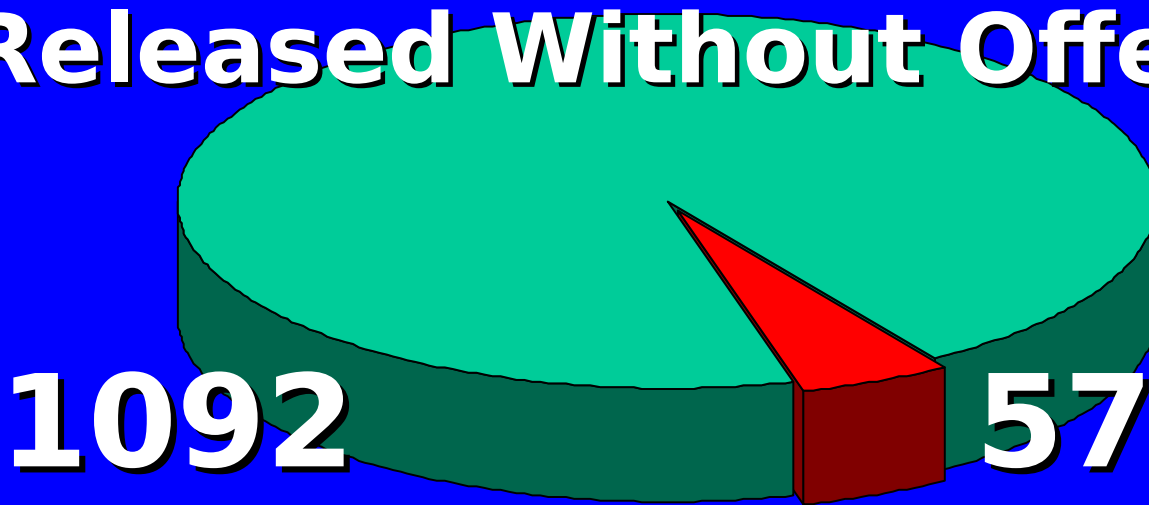


■ *Offers accepted - 92%*  
■ *Offers declined - 8%*

# PROGRAM OVERVIEW

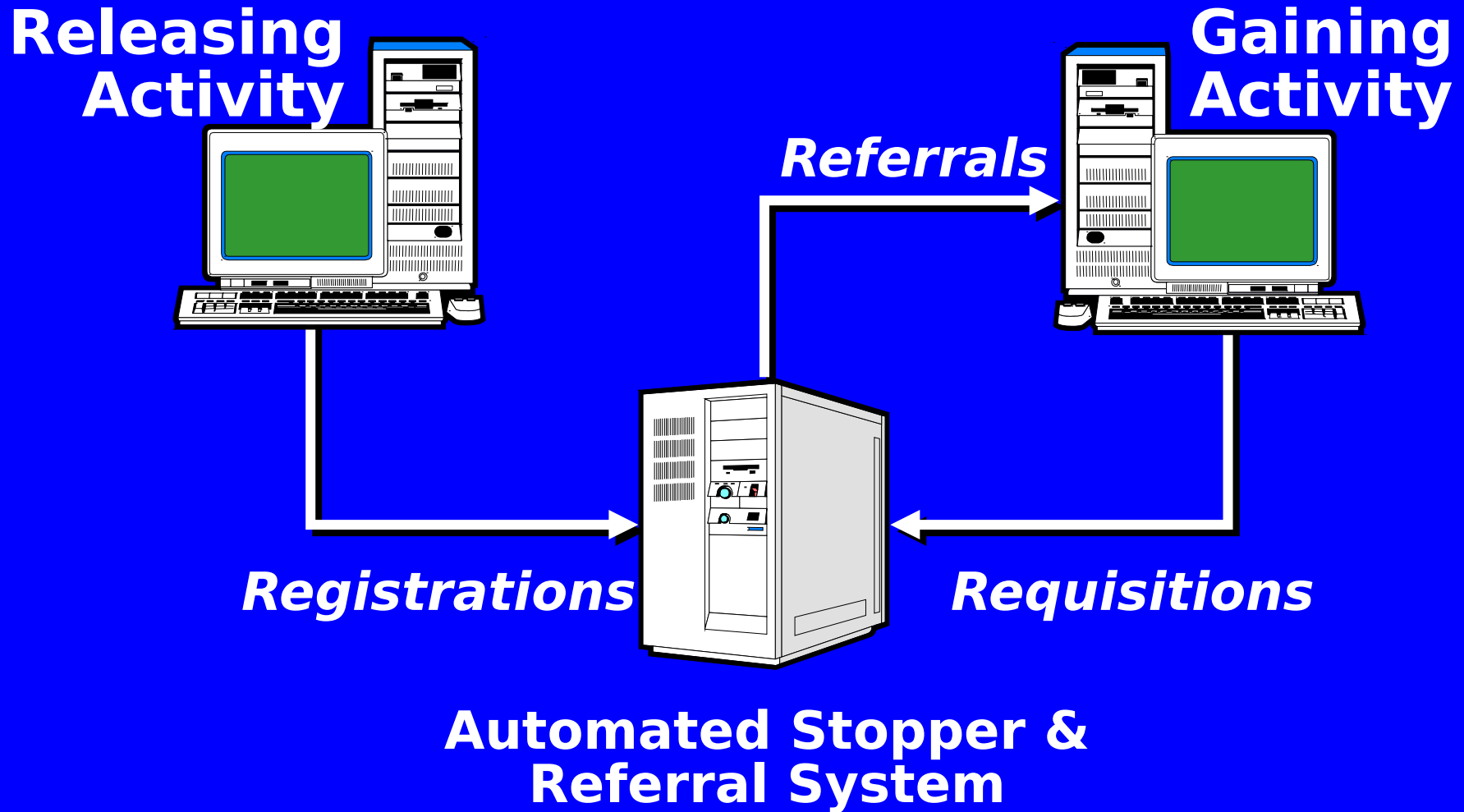
1 Apr 03 - 31 Mar 04

**Released Without Offers - 1149**



-  Registered for commuting area only
-  Registered outside commuting area-

# PROGRAM OVERVIEW



# REGISTRATION ELIGIBILITY

- **RIF**
  - + *Separation*
  - + *Change to lower grade*
- **Declination of offer outside commuting area**
  - + *RIF*
  - + *Transfer of function*
  - + *Management-directed*

# **REGISTRATION INELIGIBILITY**

**The following may not  
register:**

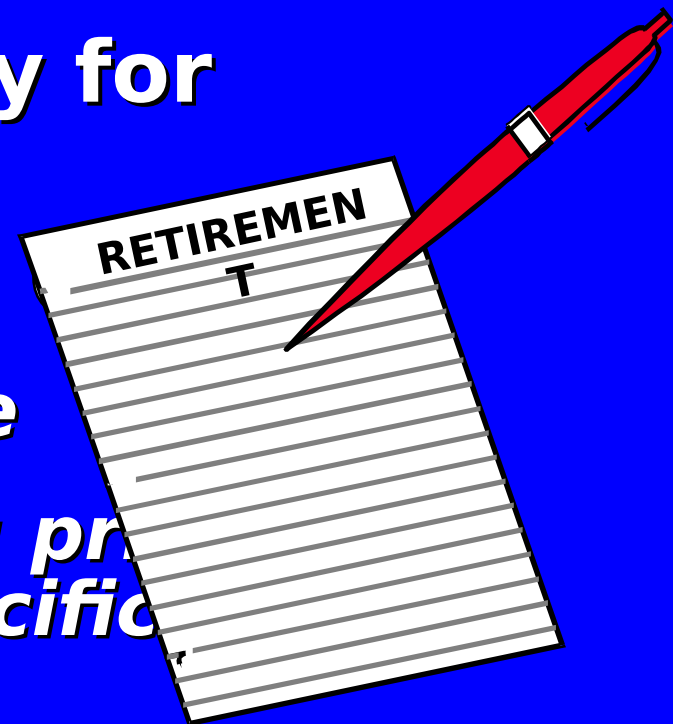
- **NAF employees**
- **SES employees**
- **Reemployed annuitants**
- **Voluntary Separation  
Incentive Pay (VSIP)  
recipients**



# REGISTRATION INELIGIBILITY

The following may not  
register:

- Employees who apply for retirement
  - *Optional: at any time*
  - *Disability: at any time*
  - *Discontinued Service: prior to receipt of specific notice*



# REGISTRATION INELIGIBILITY

The following may not  
register:

- Employees who become temporarily physically incapacitated
- Employees whose conduct or performance is in question

# **REGISTRATION PERIOD**

**Eligible employees must  
be  
permitted to register  
upon  
receipt of specific RIF  
notice**



# REGISTRATION PERIOD

- **Displaced registrants remain in Program A until:**
  - *Placement*
  - *Declination of valid offer*
  - *Deletion for other reasons*
  - *Expiration of eligibility*
    - *1 yr. after separation*
    - *Effective date of change to lower*

*grade*

# MANDATORY REGISTRATION

- Purpose - Reduce separation costs
- Coverage - Employees who will be separated  
severance pay
- Strategy - Increase likelihood of “*reasonable offer*” (5 CFR 550) during notice period



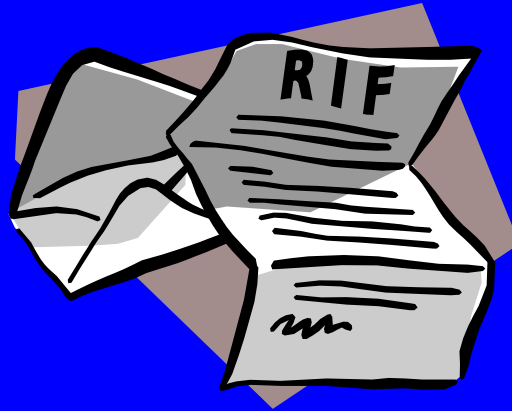
# **MANDATORY REGISTRATION**

## **WHO?**

- **Applies if employee is eligible for severance pay and:**
  - ***Does not voluntarily register; or***
  - ***Registers only within commuting area***
    - ***If registrant expands area prior to separation, mandatory requirements are waived***

# **MANDATORY REGISTRATION WHEN?**

- **Applies upon receipt of RIF separation notice**



# **MANDATORY REGISTRATION**

## **WHAT?**

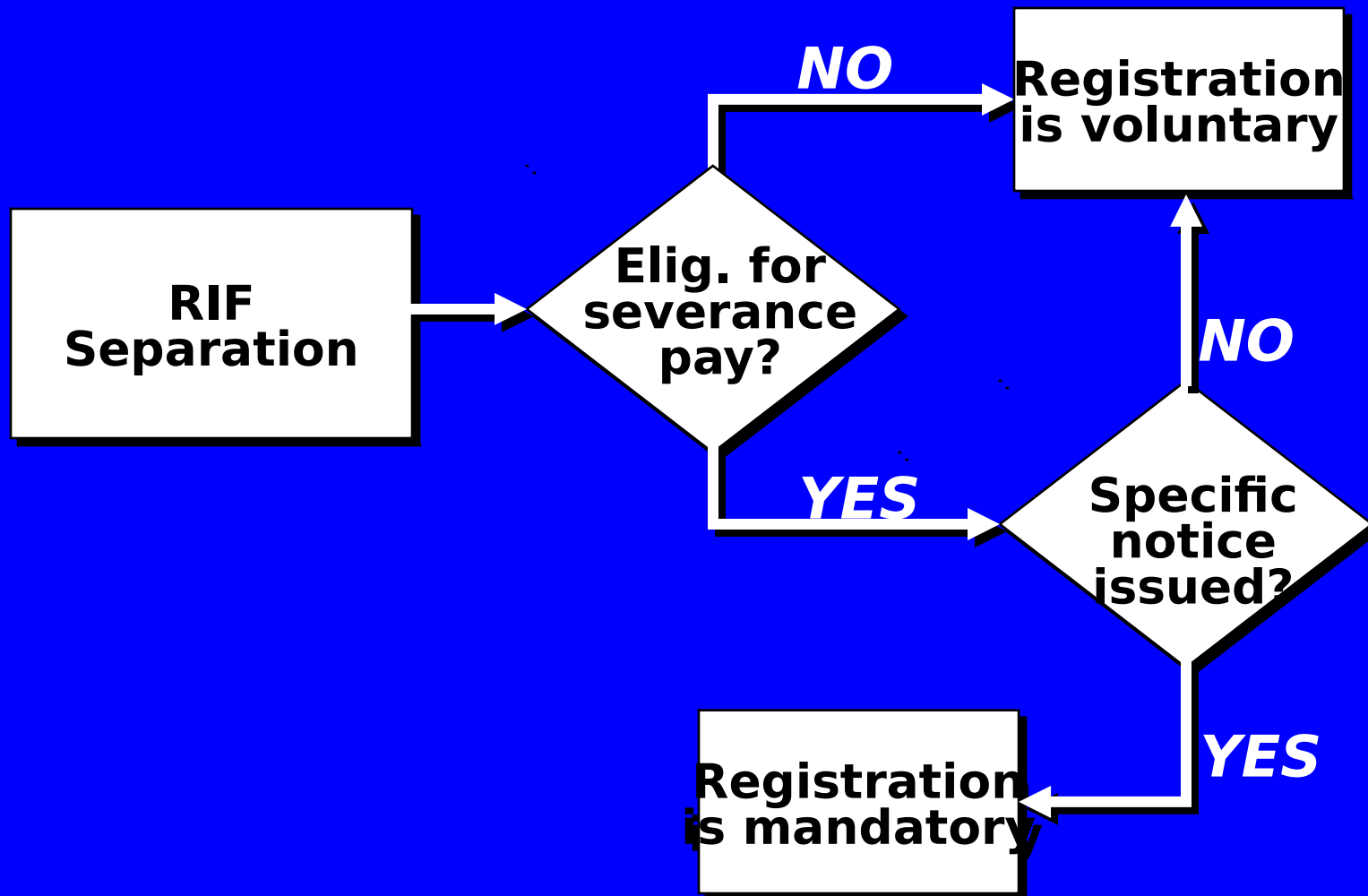
- **Employee must be registered for:**
  - ***Current skill and others for which well qualified***
  - ***All DoD activities in commuting area***
  - ***Current grade down to & including 2 grades below***



# MANDATORY REGISTRATION

- Still applies after declination of valid offer if offer was:
  - *Outside of commuting area;  
or*
  - *More than 2 grades below  
current grade  
(i.e., offer did not affect severance  
pay entitlement)*

# MANDATORY REGISTRATION



# REFERRAL PRIORITIES

1

- **RIF  
Separation  
(no offer)**

# REFERRAL PRIORITIES

2

- **RIF / Reclassification demotion – 2 or more GS grades**
- **Declination of offer outside commuting area**
  - *RIF*
  - *ToF*
  - *Management-directed*

# REFERRAL PRIORITIES

3

- **RIF / Reclassification demotion - less than 2 GS grades**
- **All family members (including military & civilian spouses)**

# REFERRAL PRIORITIES

Priority 1 & 2 referrals restrict:



- *Promotions*
- *Reassignments*
- *Appointments*
- *Transfers*
- *Demotions to positions with greater promotion potential*

# REFERRAL PRIORITIES

## Priority 3 referrals:



*– Permit selection  
within Component*



*– Restrict appointments  
& transfers*

# REFERRAL PRIORITIES

**Total Registrations - 1,805**  
**(as of 7 April 2004)**



**Priority 1 - 47%**



**Priority 2/3 - 5**

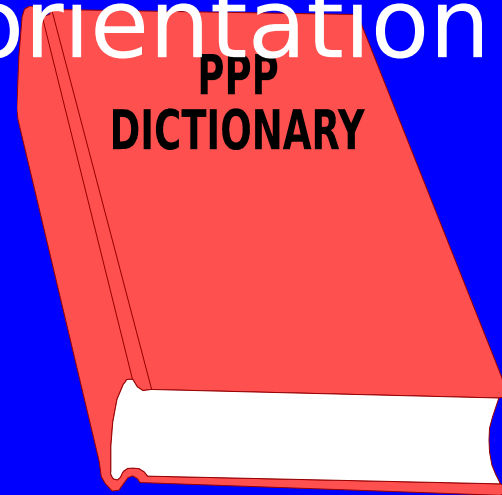


# REGISTRATION SKILLS

- Must register for current skill
  - *Exceptions require CARE approval*
- May register for other skills if **well qualified**
  - *As determined by registering HRO*

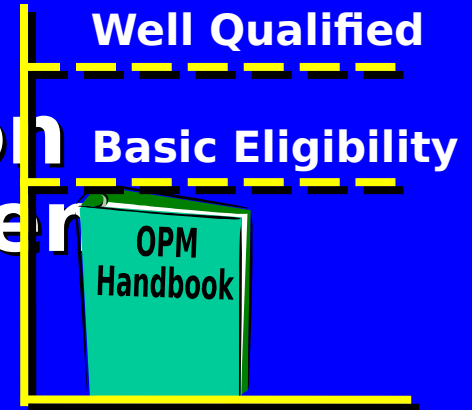
# REGISTRATION SKILLS

**well qual•i•fied** (wĕl kwŏl´  
-fīd´) *adj.* Able to meet all job  
requirements with orientation  
only.



# REGISTRATION SKILLS

- **Minimum qualification standards not sufficient for PPP**



- **Registrant must have actually performed the work**
- **Experience must be documented**



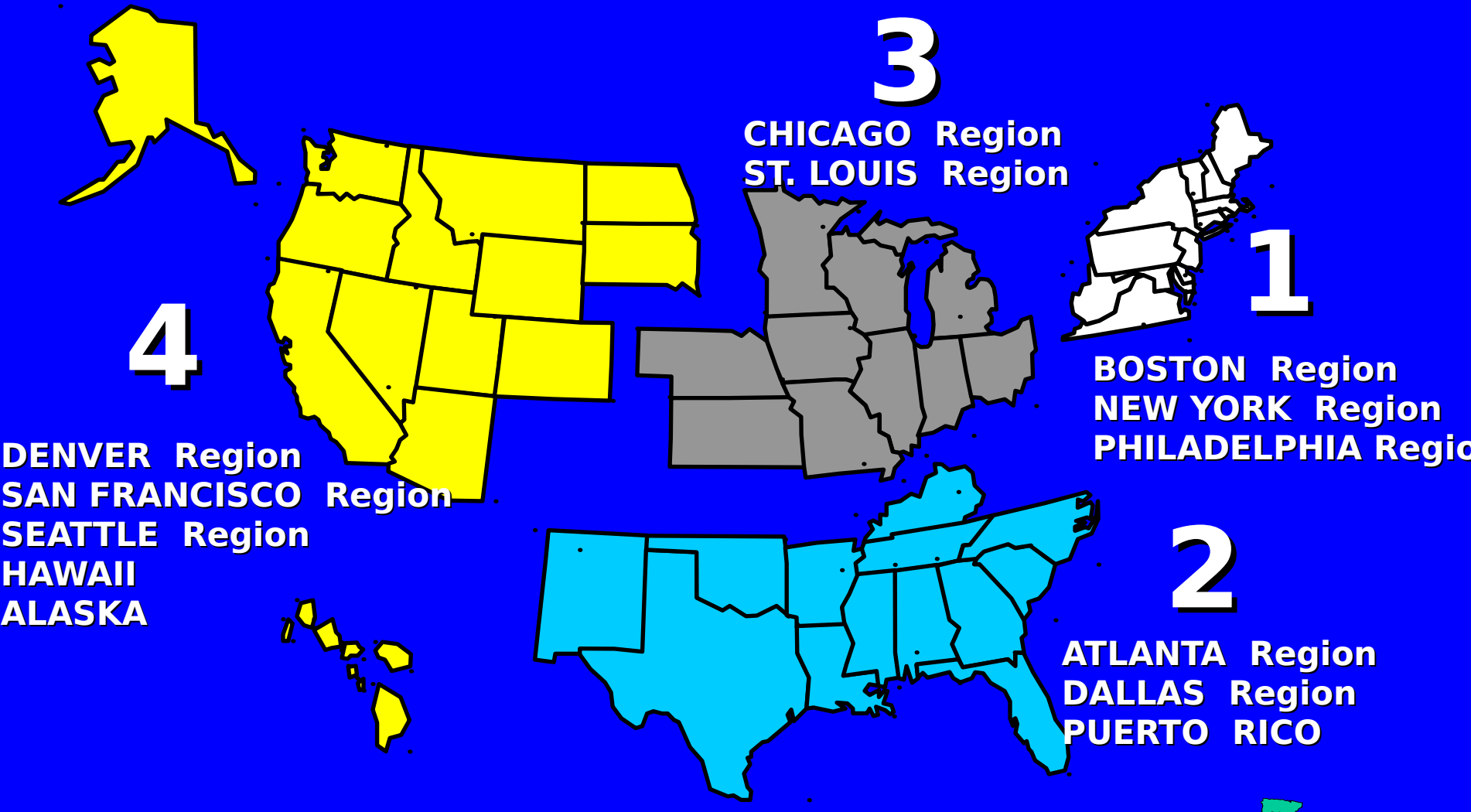
# REGISTRATION GRADES

**Current permanent /  
retained grade**



**3 GS grades below  
current permanent /  
retained grade**

# AREA OF REFERRAL



# **MAXIMUM AREA OF REFERRAL**

**SCHEDULE #1: Registering for grades no lower than GS/WG-06**

<b>1<sup>st</sup> 30 days</b>	<b>2<sup>nd</sup> 30 days</b>	<b>3<sup>rd</sup> 30 days</b>
<b>Zone 1, Chicago &amp; Atlanta Regions</b>	<b>Zones 1, 2 &amp; 3</b>	<b>Zones 1, 2, 3 &amp; 4</b>

# **MAXIMUM AREA OF REFERRAL**

**SCHEDULE #2: Registering for non clerical grades GS/WG-05 & below**

<b>1<sup>st</sup> 30 days</b>	<b>2<sup>nd</sup> 30 days</b>	<b>3<sup>rd</sup> 30 days</b>	<b>4<sup>th</sup> 30 days</b>
<b>Zone 1</b>	<b>Zone 1, Chicago &amp; Atlanta Reg</b>	<b>Zones 1, 2 &amp; 3</b>	<b>Zones 1, 2, 3 &amp; 4</b>

# **MAXIMUM AREA OF REFERRAL**

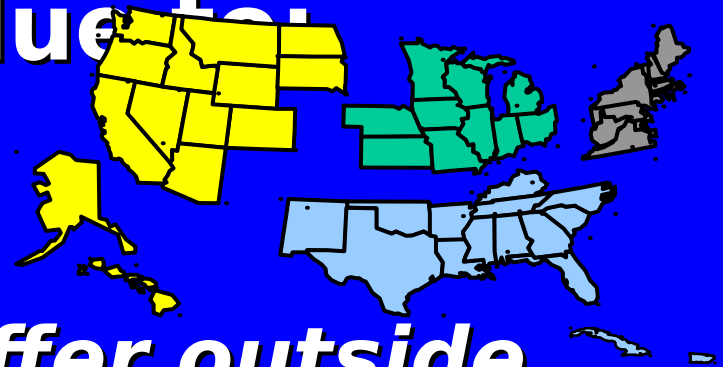
**SCHEDULE #3: Registering for clerical positions at GS-05 & below**

<b>1<sup>st</sup> 30 days</b>	<b>2<sup>nd</sup> 30 days</b>	<b>3<sup>rd</sup> 30 days</b>	<b>4<sup>th</sup> 30 days</b>
<b>Philadelph ia Region</b>	<b>Zone 1</b>	<b>Zone 1, Chicago &amp; Atlanta Reg</b>	<b>Zones 1, 2 &amp; 3</b>



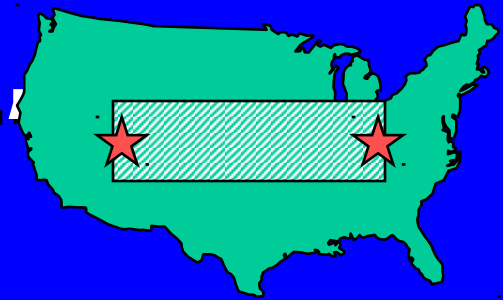
# AREA OF REFERRAL

- Referral outside commuting area is limited to employees scheduled for separation due to:
  - *RIF (no offer)*
  - *Declination of offer outside commuting area*



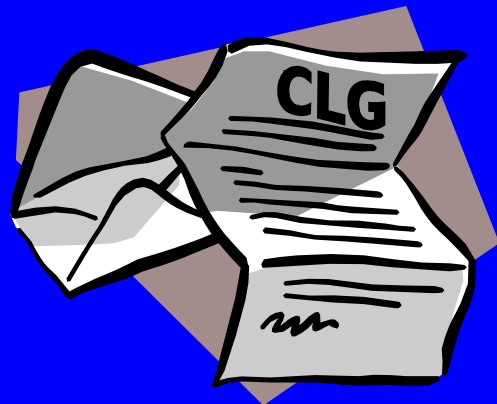
# AREA OF REFERRAL

- No “skipping over”
- Area can be expanded incrementally
- Cannot expand outside commuting area after separation



# AREA OF REFERRAL

If employee received *change-to-lower-grade* offer within commuting area, registration outside commuting area is not allowed



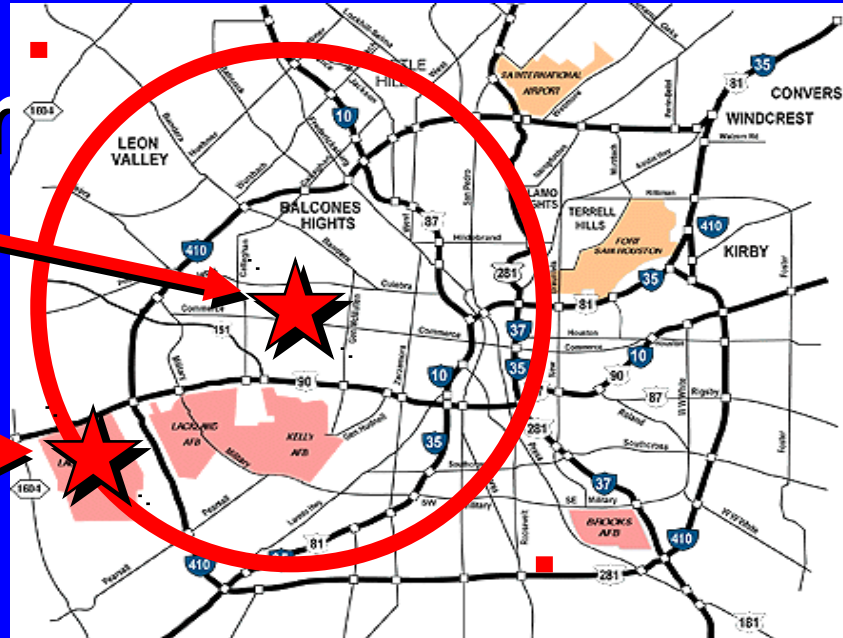
# AREA OF REFERRAL

## COMMUTING AREA -

Reasonable  
daily commuting distance  
from  
permanent

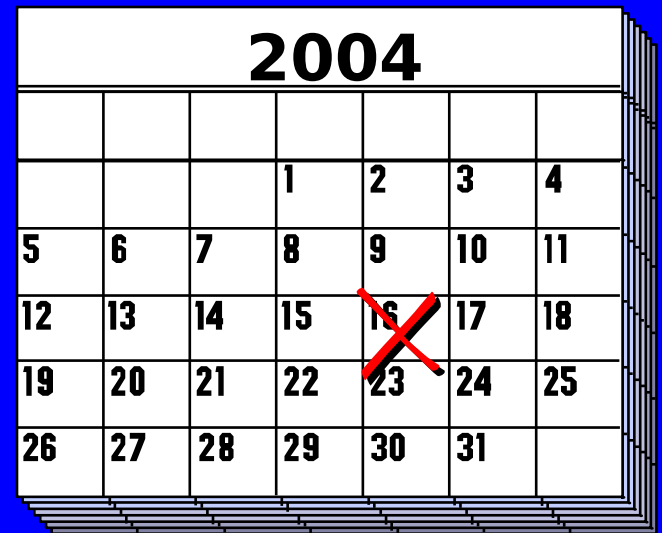
RESIDENCE

CURRENT  
DUTY  
STATION



# JOB OFFERS

- One **valid** offer only
- **REPLY TIME** - 2 calendar days
- **REPORTING DATES**
  - *Same area: 14 days*
  - *PCS move: 30 days*



2004						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	<del>16</del>	17	18
19	20	21	22	<del>23</del>	24	25
26	27	28	29	30	31	

# **JOB OFFERS**

## **VALID OFFER**

- **Full-time, permanent DoD position**
  - *Unless current work schedule is less than full-time*
- **Series, grade & duty location for which registered**
- **Essentially same conditions of employment**

# **JOB OFFERS**

## **VALID OFFER**

- **The following do not invalidate an offer:**
  - ***Drug testing requirement***
  - ***Change in shifts***
  - ***Decrease in wage or locality rates***

# **JOB OFFERS**

## **INVALID OFFER**

- **Non-DoD position**
- **Significant change in conditions of employment**
- **Obligated position**
- **Excepted service position**
  - *Unless registrant is currently in excepted service*

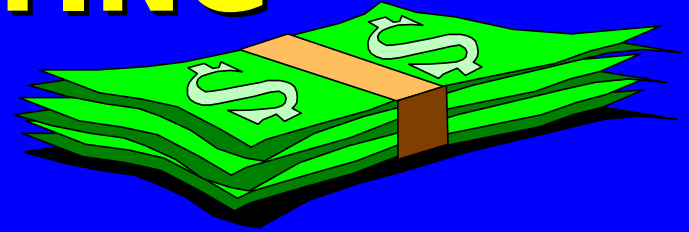


# **JOB OFFERS**

## **INVALID OFFER**

- **Time-limited position**
- **Supervisory position**
  - ***Unless registered for supervisory positions***
- **Position under contract study**

# PAY SETTING



If placed at a lower grade

Before separation   After separation

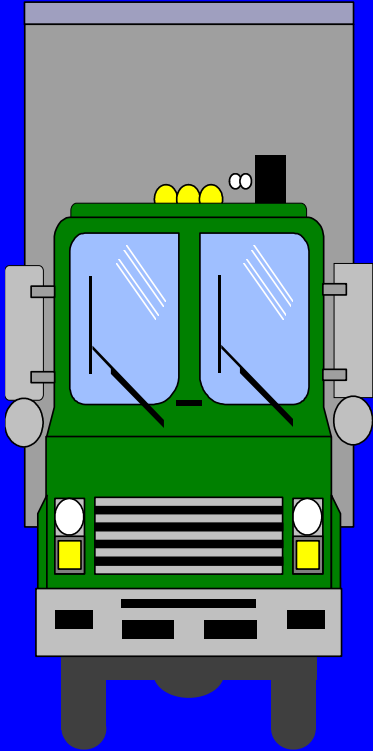


**GRADE / PAY  
RETENTION**



**LAST EARNED  
RATE**

# MOVING COSTS



**\* Within**

**DoD**

*accordance  
with JTR*

**\*\* Losing  
activity**

**\* Outside**

**DoD**



# TEMPORARY POSITIONS

- Offers in *commuting area only*
- Continued registration in PPP

# TEMPORARY POSITIONS



- Accepting temporary/term position without a break in service can affect future GRADE & PAY RETENTION
- Consult with CRO/HRO before accepting

# EMPLOYEE RESPONSIBILITIES

- Performance / conduct
- Communications with other DoD activities
  - All communications must be between the 2 personnel offices
- Maintain PPP registration
- Completion of resume/SF 171/OF 612

# **REEMPLOYMENT PRIORITY LIST**

- **Placement program for employees subject to RIF separation**
- **Required under 5 CFR 330**
- **Eligibility**
  - *Career employees: 2 years*
  - *Career-cond. employees: 1 year*
- **Requires separate application**
  - *Cannot exercise RPL rights through PPP*



# QUESTIONS?